

## MILPERSMAN 1306-1716

### AVAILABILITY PROCESSING - TRACER ACTION AFTER REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901) 874-3779 874-2647
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

1. **Tracer Action on Availability Reports.** Timely tracer actions (ADTAKes) on availability reports (AVAILs) are required when orders have not been received after a specific amount of time has passed from submitting initial AVAIL.
2. **Responsibility**
  - a. **Shore Activities (Duty Type 1, 3, or 6 as Provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.
  - b. **Non-shore and Operational Activities (Duty Type 2 or 4 as Provided in MILPERSMAN 1306-102).** If a member requires reassignment before their established projected rotation date (PRD), the servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.
3. **Verify AVAIL and Orders Status.** Using whatever means available (e.g., Navy Standard Integrated Processing System (NSIPS) reports, the Enlisted Master File F3 and F6 screen, Bureau of Naval Personnel online listing (BOL), any feedback from Navy Personnel Command (NAVPERSCOM), etc.), verify that the assignment control authorities have received the AVAIL, the assignment directives (orders) have been released or transmitted with a release date, and the estimated date of loss to the Navy (EDLN) has been documented. If the Service Member's PRD has been adjusted to show that he or she will remain onboard, or if

other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, change the AVAIL or delete as necessary.

4. **ADTAKE Report Submission.** Submit ADTAKE on AVAIL using same method as initial AVAIL submission (e.g., NSIPS, e-mail to NAVPERSCOM, Enlisted Personnel Readiness & Support Branch (PERS-4013), etc.). Use work days to determine when the ADTAKE is to be submitted. NSIPS should automatically calculate work days for when an AVAIL ADTAKE is due. This calculation is based on the available for transfer date of member on the most recent AVAIL report submitted. Member should keep resurfacing on the AVAIL ADTAKE report as each tracer action is due until orders are received or the AVAIL is deleted if no longer needed.

a. **Immediate AVAILS.** When the AVAIL date is in 21 days or less, and for class "DP" AVAILS, initiate an ADTAKE action if orders have not been received 14 days after the initial AVAIL submission date and every 10 days thereafter.

b. **Non-Immediate AVAILS.** When the AVAIL date is in 22 days or more, initiate an ADTAKE action if orders are not received within 14 days prior to the AVAIL date and every 10 days thereafter.

5. **Other ADTAKE Report Submission Information.** Submit the AVAIL ADTAKE submission report at the end of each day after all other AVAIL transactions have been completed. If the NSIPS AVAIL ADTAKE submission report is sent prior to any AVAIL transactions (e.g., initial, changed, deleted), such transactions may not save or cause rejects on anyone that may be scheduled for an ADTAKE that day.

6. **ADTAKE Concerns.** PERSUPP DET or CSD should contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG) when orders have not been received, nor direction provided for further disposition of member from command or NAVPERSCOM after numerous ADTAKE inquiries.